

TO: Academic Deans and Department/School Heads

FROM: Jay Akridge and Peter Hollenbeck

RE: Promotion Committee Meetings -- return to normal practice in 2021-22

Our university policy and procedures on faculty promotion require that the voting meetings of the primary and area committees be held in person. Although this is a fundamental feature of our promotion process, we suspended it during the 2020-21 cycle, and provided guidelines for virtual meetings, as part of our public health response to the pandemic. In the upcoming academic year, all primary and area committees should return to our standard practice and hold the voting meetings in person. This will include the procedural requirement that committee members must be present for the entirety of the discussion of a case in order to vote on that case. (We will be monitoring the COVID-19 situation on campus and will inform you immediately should this guidance change.)

Votes on promotion cases traditionally use paper ballots, and this practice will resume this year. However, some units found last year that electronic voting on each case had some advantages over paper ballots, including paperless storage of ballots and the stimulation of written comments. Thus, electronic voting will be permitted going forward, as long as it follows these constraints of university promotion procedures:

- Only those present for the entire discussion of a case may vote on that case, as for in-person voting.
- A confidential and reliable mechanism must be used to record YES/NO votes (with those two choices only) and to allow each voter to enter text with their individual reasons for votes. This must include reliable individual access (e.g., by laptop) for each member at the promotion table.
- For example, a secure Qualtrics survey can be constructed for each case and the link can be emailed to each qualified faculty member who has been present for the discussion. A Qualtrics template is available from the Provost's office by request (phollenb@purdue.edu).
- Other voting platforms may also be suitable, but should be approved by the dean.
- Voting by email is not acceptable.

Our thanks for your continued leadership of this most important university process.